

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Business Meeting Minutes  
**Date/Time:** Thursday, September 17, 2009; 3 PM  
**Place:** Remington Woodhull County Complex, 14 Main Street,  
Newport NH 03773

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – *SCHC Administrator*; Ross. L. Cunningham – *DOC Superintendent*; Dodi Violette (Commissioners Office & Notary) and Sharon Callum (minute taker).

**Special Guests:** Frank Biron, *President of Melanson Heath & Associates PC* and Liz Hennig – *Strategic Prevention Framework / Communities United For Substance Abuse Prevention (CUFSAP) Coordinator*.

**Public:** Archie Mountain – *Claremont Villager Reporter*, Suzanne Gottling – *County State Delegate*, Larry Converse – *Claremont Citizen*, Peter Franklin – *Newport Citizen*, Ms. Nilsen – *Sunapee Resident*, and Beverly Rodeschin – *County State Delegate*.

**3:02** The meeting was called to order. All recited the Pledge.

### **Agenda Item No. 1. NH State Prevention Contract Documents: FY10 Parents As Teachers & Strengthening Families Ratification of Contract Amendment & Certificate of Vote**

Mr. Chanis confirmed these were the documents [Appendix A. & B.1-4] the County needed to ratify to accept the \$4,548 the State was restoring to the grant, which provides funding for the Parents As Teachers and Strengthening Families programs.

**3:03 Motion: to waive the reading of Certificate of Vote, adopt the amendment and budget form and authorize the County Administrator to sign the documents for it.**

**Made by: Jarvis. Seconded by: Barrette.**

**Voice vote: All in favor.**

Commissioner Barrette signed the *Certificate of Vote*. Ms. Violette notarized Mr. Chanis's signature on the documents, then left the meeting.

### **Agenda Item No. 2. FY09 County Audit Exit Interview**

Copies of the Sullivan County New Hampshire Management Letter [Appendix C] and Annual Financial Statements [available at [www.sullivancountynh.gov](http://www.sullivancountynh.gov)] For the Year ended June 30, 2009, were distributed.

Mr. Biron noted the County received a "clean" opinion in accordance with GAAP. He first reviewed the financials highlighting on:

- Page 9 – for long-term debt the County may attain in 2010, they'll see the amount reflected on this page in the future
- Page 11 Balance Sheet: government fund, all reflected here except nursing home, ARRA Fund is new – stimulus money; County is in much better shape financially compared to one year ago, and especially two years ago; some of the general fund cash advance to nursing home includes subsidies; because you had a good past year – you did not need to borrow as much; the reserved advance of \$4,339,464 is down approx \$750,000, which is good from last year; the deficit of \$715,613 negative has greatly improved.; bond rating agencies look and want to see positive number, 5-10% of budget in the general fund undesignated, 1.2 million is 5% of your budget – it's up to you to build into a surplus and not be reliant on bank financing; \$150,749 negative will talk of later
- Page 13: \$4.3 million higher for revenues this year; \$3.2 million improvement from three years ago; American Recovery Act (ARA) stimulus money that came in (general fund and nursing home) - Medicare replacement monies
- Page 15: 1<sup>st</sup> couple columns are budget, actual, then variance; closing of IBNR, receipt of the ARA funds and the miscellaneous helped at the end of year; grants \$260,000 revenues more than anticipated vs. \$256,283 expenses were higher also; \$207,260 was budgeted expenses that did not get expensed; very good year, that's why the undesignated fund balance has improved.
- Page 16: balance sheet for nursing home, full accrual basis; net assets - equity of nursing home, unrestricted money from General fund borrowed \$3,167,197
- Page 17: nursing home income statement; if nursing home on it's own and did not have taxes coming in, or ARA funds, the amount of \$1,165,155 deficit would represent the loss; the only way to truly account for depreciation of \$436,210 is with a capital reserve fund.

3:26 Liz Hennig arrived

Management letter all same, with no new comments:

1. Improve Controls Over Nursing Home Billing Procedures: issues resolved and dealt with; nothing more to be done; included in report to give closure.
2. Improve Controls Over Nursing Home Timekeeping Procedures: several bulleted issues; some salaried employees are not using the hand punch – auditors recommend they use it; manual punches – must be approved by dept head in writing – this has been taken care of; individuals to have access to time keeping – found exceptions, discussed with management – auditors recommend to no longer allow this; individual access to the time keeping system should be kept to a minimum - this has been addressed; weekly time sheet reports – this has been implemented; consideration to have administrator review time reports – this was implemented.
3. Monitor Results of Operations and Establish Fiscal Recovery Plan: the County is dealing with this situation, as a result, the County has a \$2 million surplus, Mr. Biron discussed the major components of surplus; no further action needed, the County dealt with the problem.
4. Clarify Nursing Home Budget: recommending things streamlined; County closed out both Funds 30 & 42; the budget was much clearer - issue resolved.
5. Monitor Special Revenue Grant Funds: there is a big one that offsets another, situation still exists and needs to be closed out; Mr. Chanis confirmed he reviewed this at the end of year, came up with entries to alleviate the issues and "dropped the ball" and will resolve.
6. Consider Implementing Internal Control Improvement: resolved.

7. Record Budgeted Transfers: issue addressed and resolved; no further action required.

Mr. Biron noted the County books were closed, balanced, in good shape; the County is one of their first audits and exit interviews; the County did a good job at accelerating the close out process and should be commended.

Mr. Chanis pointed out, the money the nursing home fund borrows from the General Fund fluctuates and will never go away unless the nursing home was profitable; the nursing home receivables will always be a drain on it. Commissioner Barrette pointed out this is not all cash, part of yearly basis bottom line includes depreciation; he noted real cash would be \$700,000 - \$800,000. Mr. Biron interjected that 1.7 is the real cash budgeted amount. Commissioner Nelson asked if the County could use their own staff to perform the internal audits the auditors have recommended. Mr. Biron confirmed "yes", and noted this task would only take 2-3 hours and that Melanson Heath & Associate could provide the County with the very same check lists they use when they visit each department – it prompts the person auditing to ask questions and test receipts.

3:41 *Beverly Rodeschin arrived.*

The Chair opened the meeting to public comments/questions

Mr. Peter Franklin questioned why the "Finance Director" position was not mentioned in the management letter.

Mr. Biron indicated they saw no need for such a position due to the financial skills of the County Administrator; the County seems to have the skills necessary to manage the budget and account records very well.

Mr. Franklin questioned if there was money spent through the budget for contract accounting; and if so, how much?

Mr. Chanis noted \$15,000 was budgeted, the County expended \$13,000; in FY10 \$25,000 was budgeted, to-date they've spent less than \$1,000.

Mr. Franklin commented, *"It might make sense to consider hiring Finance Director"*. Commissioner Barrette questioned why the County should consider paying a Finance Director a salary of \$60,000, along with benefits vs. using contracted services only when needed? He added, issues Mr. Chanis addressed are systemic; Commissioners have made a fundamental change in budgeting and continuity is there; there is transparency of transfers; though most falls on Chanis's shoulders, they've changed the "system" so that it does not rely on just one person. Mr. Chanis pointed out the budget and financials are not dependent on one person; as with any organization your going to be dependent on a number of people – a back up is not needed for every single manager. Commissioner Nelson discussed the title change process.

Mr. Franklin drew their attention to the 1.7 million subsidies, noting this figure has not been clear in previous audits.

Mr. Biron confirmed, "Yes".

Franklin requested clarification of the number, noting it's an annual complaint: the cost of the nursing home to the county.

Biron discussed the calculations - in the budget there was two (2) revenues for the nursing home 11.254 million, ½ million

ProShare, and appropriation for nursing home 11.2754, 3,000 minor amount for nursing home, net is the 1.7 million. Franklin recommended the audit include more detailed clarification of the true cost of the nursing home. Biron noted the audited financial report is not the place for this, but, there is a MD&A (Management Discussion & Analysis) report the County Administrator provides each year, which this could be included in.

Mr. Franklin asked, on Page 11, the advance to the nursing home, if that figure could be used to track the condition of the nursing home?

Mr. Biron confirmed, if tracked each year it would show condition of nursing home, but that other factors would affect it, such as receivables; the figure could reflect just a temporary issue; even though, for example, it goes down, there could be other factors that attributed to the drop.

Mr. Franklin questioned if Melanson Heath & Associates audited the grants?

Mr. Biron confirmed they did.

Franklin asked if they were in good shape?

Biron confirmed "Yes". Other than the lingering large offsets.

Franklin asked again, are current grants okay?

Biron confirmed "Yes." He noted the County would need a single audit, which is not due until 6/31<sup>st</sup> next year and would focus on ARA money. Commissioner Nelson questioned if they should budget for the single audit. Mr. Biron recommended for short term.

3:59 Mr. Biron left the meeting.

**Agenda Item No. 3                      Strategic Prevention Framework, Liz Hennig  
SPF/CUFSAP Coordinator**

Ms. Hennig distributed:

- a PowerPoint hand out [Appendix D.1-4.] regarding the SPF Objectives, Cost of Substance Abuse, social norms and perceptions, reducing substance abuse strategies in the region, milestones and accomplishments and the future road ahead.
- a one page document [Appendix E] regarding the Communities United For Substance Abuse Prevention (CUFSAP) coalition and
- a one page document [Appendix F] detailing the national cost of underage drinking; treatment saves dollars, but prevention activities save more.

4:03 Rep. Rodeschin left the meeting.

Ms. Hennig discussed her roll in the community to collaborate efforts in order to improve participation, prevention efforts – such as drug screenings, and the engagement of youths in the efforts, which has been a proven model. Ms. Hennig feels it's hard liquor that is the predominant abuse issue; "You Tube" (on line) has become the media outlet where most youths are getting their information.

4:09-4:10 Mr. Chanis left the room and returned with Rep. Rodeschin.

Ms. Hennig spoke of drug screening with school sports, stronger contact with parents, school collaborations, having a zero tolerance policy, the \$85,000 worth of grants CUFSAP has collaborated on to benefit the region – these are grants that have not gone through the County, and an upcoming Greater Sullivan County Conference scheduled for 9/26. Mr. Chanis encouraged all to visit the CUFSAP website:

<http://cufsap.org/>

for more details about the conference.

4:13 Ms. Hennig left the room.

#### **Agenda item No. 4. DOC Superintendent's Report**

##### Agenda Item No. 4.a. Census

Superintendent Cunningham distributed the census document [Appendix G] and reviewed.

##### Agenda Item no. 4.b. Staffing

There are two vacancies, which will be discussed during the update on the grant opportunity later in the meeting.

##### Agenda Item No. 4.c. Westwood Pharmacy Agreement Addendum Ratification

Supt. Cunningham distributed a copy of the updated Westwood agreement [Appendix H.1-2] and noted, due to unforeseen past contract issues, they had to wait to begin the Westwood contract, accordingly, they need to adjust the start date on the agreement; Westwood has pledged to provide a 40% reduction in pharmacy costs – the company uses bar coding and scanning; they charge no restocking or restoring fees. Commissioner Jarvis pointed out, for the public in attendance, the County attained proposals from other local pharmacies, but found none able to provide the service that Westwood could.

**4:17 Motion: we basically authorize working with Westwood for a shorter term, 11/1/2009 – 6/30/2010, with the option to renew.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

Supt. Cunningham noted Grafton County is engaging with Westwood and believes Cheshire will be, also; he confirmed he shared the research he found regarding the pharmaceutical companies with the NHAC DOC Affiliate.

#### **Agenda Item No. 5. Sullivan County Health Care Administrator's Report**

##### Agenda Item No. 5.a. Census

Mr. Purdy distributed the census reports [Appendix I.1-5].

##### Agenda Item No. 5.b. Staffing

They hired five new LNA's and two new nurses; month to date they hired four new RN's. They show a positive decrease in agency staff.

##### Non Agenda Item

##### Revenue Review thru 8/31/09

Mr. Purdy distributed a Revenue Review through 8/31/09 [Appendix J.] report and discussed.

## **Agenda Item No. 6                      County Administrator's Report**

### Agenda Item No. 6.a.                      Community Corrections Center (CCC) Update

Mr. Chanis distributed a document [Appendix K.1-2] *SCCCC Phase One August Billing Report 082509*, reflecting: He noted all was going well and all contractors are on site; he commended DOC staff and Superintendent for operating the jail while an enormous amount of activity is going on in the attic – and yet, they've had no security issues; they've received \$4,000 worth of credits due to inmates picking up construction debris such as: shingles, insulation, and HVAC trash, as well as removing insulation and tape from the metal in order to recycle the metal. He noted, Phase II is broken into five (5) bid divisions; site work and concrete bids are due 9/29, at which time they will meet with North Branch to develop recommendations to get authorization from the Board on 10/1; the rest of construction drawings are to be completed on the 30<sup>th</sup>; they are moving along and continue to meet with North Branch weekly; they are currently deciding on floor material and details.

### Agenda Item No. 6.b.                      Unifund Payroll Discussion

Mr. Chanis distributed a "Needs Assessment" quote from Unifund [Appendix L.1-4] and indicated he was looking into a Unifund BudgetSense payroll software link to add to the County's system; this module would allow the County to process payroll internally; the program also has a very robust HR piece; the cost savings would be huge. He noted the County currently uses the ADP payroll software, which they have been satisfied with; with ADP, the County compiles data, sends it to ADP electronically, and, in return, ADP sends the County the checks and reports. However, if they change to Unifund, they would see a large savings in years 1 – 4, the year the County would be making the lease payment; once the lease is paid, the County savings would be even greater. Mr. Chanis and office staff visited the SAU6 office, as they use BudgetSense payroll - this visit allayed a lot of staff fears regarding a possible change; Chanis is not anticipating any increased labor hours; anticipates the biggest change: the County would print payroll checks, but any printer can be used. Mr. Chanis noted he still has questions about the lease. He would like to present the proposal of the change to ADP. No decision needs to be made today – this was just an FYI. He'll return to the Board when he has a proposal. Commissioner Barrette noted, if Mr. Chanis says the County could handle it, than he's good with the change.

### Agenda Item No. 6.c.                      Energy Efficiency Conservation Block Grants and Programs

Mr. Chanis noted this pertained to a grant funding opportunity NH counties were denied eligibility to participate in; the 10 counties appealed, won and were allowed to apply; Sullivan County's possible allocation is \$175,400 and the plan for application will focus on:

- 1) solar hot water system on the Community Corrections Center,
- 2) an energy audit of the Cooperative Building [the Records Building @ 22 Main Street],
- 3) continued lighting upgrades and installation of light occupancy sensors at the nursing home, and

- 4) an energy and feasibility study for bio mass heating system at Unity nursing home.

Agenda Item No. 6.d.      \$260,879 Federal Grant FY09 RARLEA: CRC Award Notification

Mr. Chanis thanked employees at the DOC and Ms. Callum for spending time compiling the application and submitting it on line to the federal government; the application was for \$260,879 and the County received notification, today, it was approved. The funding will provide a savings in the current fiscal year and pay for: five positions, two third shift officers, of which were retained in order to apply, the other three positions: an additional Correctional Officer, a Job Development Officer and a Case Manager. The Case Manager will have one foot in the jail and one in the community to bridge the inmate to the community and to aftercare. The Job Development Officer will be responsible to take the inmate to interviews, work with the Case Manager, work with the inmate on proper interview and job application skills, and help the inmate improve their work ethics. Mr. Chanis, Supt. Cunningham, Kevin Warwick, DOC Program Director Jane Coplan have all received copies of the original application and notification. The County is waiting to hear on two other grant opportunities, plus DOC collaborative with West Central for a SAMHSA grant that would be under West Central Services. If the County does not receive funding in FY10, they can reapply in the spring for the 2<sup>nd</sup> Chance Act opportunity. Mr. Chanis requested formal action from the Board to accept the grant.

**4:45 Motion: to accept the ARA grant and to authorize the County Administrator to sign the documents related to the grant.**

**Made by: Jarvis. Seconded by: Nelson.**

**Discussion: concern was expressed about accepting grant funding; what would happen when the funds are no longer there? Mr. Chanis noted their plans do not assume a position is guaranteed. Supt. Cunningham noted they did not have the answer today regarding the merits of a Case Manager position and would need to reevaluate that situation if the monies ran out. Mr. Chanis noted they hope they succeed with the program, which would allow them further grant funding opportunities. Commissioner Barrette and Nelson congratulated all involved.**

**Voice vote: All in favor.**

**Agenda Item No. 8.      Public Participation**

Mr. Converse questioned what the life expectancy would be on the solar hot water system they spoke of earlier in the meeting; he's familiar with places that have had to remove them after a couple years due to leaking. Mr. Chanis pointed out advancements have been made in the technology and this type of system requires annual maintenance just like any other system.

Mr. Converse asked if the County considered "digging a hole deep in the earth?" Mr. Chanis asked if it was "geo thermal" heating system he was referring to? He confirmed it was. Commissioner Barrette noted geo thermal would be far greater project than what the County needs for the CCC building. Mr. Chanis indicated they did not consider geo thermo in the feasibility.

Commissioner Jarvis noted she attended both the Lempster and Goshen Select Board meetings. Commissioner Nelson was unable to attend due to family issues.

4:57 Mr. Purdy, Archie Mountain, Supt. Cunningham and Mr. Franklin left the meeting.

**4:58 Motion: was made to go into Executive Session per RSA 91-A:3.II.c. and or d. – Personnel and/or pending proposal decision – tabled from 9/3/09 meeting.**

**Made by: Nelson. Seconded by: Jarvis.**

**Roll call vote: All in favor.**

**5:18 Motion: to come out of Executive Session.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

No formal decision was required regarding the subject spoken of in Executive Session.

**Agenda Item No. 7.b. County Administrator's Evaluation – Per RSA 91-A:3.II.a. & c.**

Due to time constraints, the Board table this discussion.

**Agenda Item No. 9. Meeting Minutes Review**

Agenda Item No. 9.a. 9/3/09 Public Meeting Minutes

**5:27 Motion: to accept the Sep 3, 2009 public minutes.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

Agenda Item No. 9.b. 9/3/09 4:16 PM Executive Session Meeting Minutes

**5:28 Motion: to accept and keep sealed permanently the Sep 3, 2009 Executive Session minutes of 4:16 p.m.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

Agenda Item No. 9.c. 9/3/09 5:05 PM Executive Session Meeting Minutes

**5:28 Motion: to accept and release the Sep 3, 2009 Executive Session minutes of 5:05 p.m.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

**5:29 Motion: to adjourn.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

Respectfully submitted,

*Ethel Jarvis*

Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j.c.

Date signed: 10-1-09



Sullivan County NH, Board of Commissioners  
2<sup>nd</sup> Revision - Business Meeting Agenda

**Thu. Sep 17, 2009**

Place: Newport County Complex  
Commissioners Conference Room  
14 Main Street 03773

- |                   |    |  |
|-------------------|----|--|
| 3:00 PM – 3:05 PM | 1. | NH State Prevention Contract Documents<br>FY10 Parents As Teachers & Strengthening Families<br>Ratification of Contract Amendment & Certificate of Vote  |
| 3:05 PM – 4:00 PM | 2. | FY09 County Audit Exit Interview   |
| 4:00 PM – 4:15 PM | 3. | Strategic Prevention Framework Update<br><i>Liz Hennig, SPF/CUFSAP Coordinator</i>   |
| 4:15 PM – 4:25 PM | 4. | DOC Superintendent's Report<br>a. Census<br>b. Staffing<br>c. Westwood Pharmacy Agreement Addendum<br>Ratification   |
| 4:25 PM – 4:45 PM | 5. | Sullivan County Health Care<br>Administrator's Report<br>a. Census & Accounts Receivable<br>b. Staffing  |
| 4:45 PM – 5:05 PM | 6. | County Administrator's Report<br>a. Community Corrections Center Update<br>b. Unifund Payroll Software Discussion<br>c. EECBGP Update<br>d. \$260,879 Federal Grant FY09 RARLEA: CRC Award<br>Notification: Acceptance Required          |
| 5:05 PM – 5:25 PM | 7. | Commissioners' Report<br>a. <i>Executive Session Per RSA 91-A:3.II.c. and or d. –<br/>Personnel and/or pending proposal decision – tabled<br/>from 9/3/09 meeting</i><br>b. County Administrator Evaluation – Per RSA 91-<br>A:3.II.a&c. |
| 5:25 PM – 5:40 PM | 8. | Public Participation   |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- 5:40 PM – 5:00 PM     9.     Meeting Minutes Review
- a. Sep 3, 2009 Public Meeting Minutes
  - b. Sep 17, 2009 Executive Session Minutes
  - c. Sep 17, 2009 Executive Session Minutes
- 5:00 PM                             10.     Adjourn meeting

*Upcoming Events / Meetings:*

- **Sep. 17<sup>th</sup> Thu. Sullivan County Delegation Executive Finance Committee Meeting**
  - **Time:**     4:30 PM
  - Place:     Newport - Commissioners Office
- **Sep. 28<sup>th</sup> Tue. CCC Site Work / Concrete Bid Deadline at North Branch**
- **Oct. 1<sup>st</sup> Thu. Sullivan County Criminal Justice Coordinating Committee Meeting**
  - **Time:**     1 PM
  - Place:     Newport, 14 Main Street – 1<sup>st</sup> Floor Commissioners Conference Room
- **Oct. 1<sup>st</sup> Thu. Next Board of Commissioners Meeting**
  - **Time:**     3 PM
  - Place:     Newport, 14 Main Street – 1<sup>st</sup> Floor Commissioners Conference Room

WITH SEAL

**CERTIFICATE OF VOTE**

I, Jeffrey Barrette, of County of Sullivan NH, do hereby certify that:

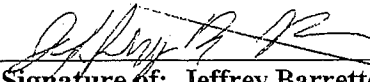
1. I am the duly elected **County Commissioner Chair** of the County of Sullivan NH;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation duly held on September 17, 2009;

RESOLVED: That this corporation enters into contracts with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the County Administrator is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he may deem necessary, desirable, or appropriate. Greg Chanis is the duly appointed County Administrator of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of September 17, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner Chair of the corporation this 17<sup>th</sup> day of September, 2009.

  
\_\_\_\_\_  
Signature of: Jeffrey Barrette, Chair  
County of Sullivan NH Commissioner

(CORPORATE SEAL)

## AMENDMENT

This Agreement (hereinafter called the "Amendment") dated this 17<sup>th</sup> day of SEPTEMBER 2009 by and between the State of New Hampshire acting by and through its Division of Community Based Care Services, Bureau of Drug & Alcohol Services, of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the Sullivan County, Purchase Order Number 101422, a corporation organized under the laws of the State of New Hampshire, with a place of business at 14 Main Street, Newport, NH 03773 (hereinafter referred to as the "Provider").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated June 27, 2007, Item # 245, amended on July 16, 2008, Item # 68, and amended on June 17, 2009, Item # 163, the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Section 17 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council;

WHEREAS, the Provider and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. **Amendment and Modification of Agreement:**

The Agreement is hereby amended as follows:

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$4,548 from \$108,950 to \$113,498.

Exhibit A – Scope of Services

Replace: Paragraph A., 1., in Section II Minimum Standards of Core Services:

1. The grantee will carry out a work plan focused on Parent and Family education, as described in the program narrative of their proposal. Specifics include:

- a. Providing the "Strengthening Families Program 10-14" and introducing the "Parent Circle" program for 75 adults and children in Sullivan County; and
- b. Supporting the "Parents as Teachers" home visiting program for 17 families from Sullivan County.

With:

- a. Providing the "Strengthening Families Program 10-14" and introducing the "Parent Circle" program for 100 adults and children in Sullivan County; and
- b. Supporting the "Parents as Teachers" home visiting program for 20 families from Sullivan County.

#### Exhibit B – Contract Price

The contract price shall increase by \$4,548 for SFY 2010. The contract shall total \$113,498 for the contract term.

Funding in the amount of \$4,548 is available from 010-095-13880000-102-500734, 100% General Funds from the Governor's Commission on Alcohol and Drug Abuse Prevention, Intervention and Treatment.

#### 2. Effective Date of Amendment:

This Amendment shall take effect on October 1, 2009 or the date of Governor and Council approval, whichever is later.

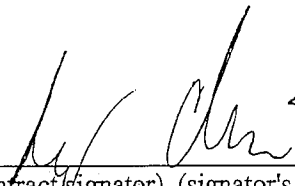
#### 3. Continuance of Agreement:

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

**STATE OF NEW HAMPSHIRE**  
**Division of Community Based Care Services**

By: \_\_\_\_\_  
Nancy L. Rollins  
Associate Commissioner

By:  \_\_\_\_\_  
(contract/signator), (signator's title)  
COUNTY OF SULLIVAN  
(legal name of agency)

STATE OF NEW HAMPSHIRECOUNTY OF SULLIVAN

On this the 17<sup>th</sup> day of SEPTEMBER 2009, before me, DOIREANN VIOLETTE,  
(name of notary)  
 the undersigned officer, GREG CHANIS personally appeared who acknowledged him/herself  
(contract signatory)  
 to be the COUNTY ADMINISTRATOR of the COUNTY OF SULLIVAN,  
(signatory's title) (legal name of agency)  
 a corporation, and that he/she, as such COUNTY ADMINISTRATOR, being authorized so to do,  
(signatory's title)  
 executed the foregoing instrument for the purposes therein contained, by signing the name of the  
 corporation by him/herself as COUNTY ADMINISTRATOR of the COUNTY OF SULLIVAN.  
(signatory's title) (legal name of agency)  
 In witness whereof I hereunto set my hand and official seal.

Doireann H. Violette  
 Notary Public/Justice of the Peace

My Commission expires:

My Commission Expires December 11, 2012

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: \_\_\_\_\_  
Assistant Attorney General

Date: \_\_\_\_\_

I hereby certify that the foregoing contract was approved by the Governor and Council of the  
 State of New Hampshire at the Meeting on: \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_

**SULLIVAN COUNTY, NEW HAMPSHIRE**

**Management Letter**

**For the Year Ended June 30, 2009**

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| 2. Improve Controls Over Nursing Home Time Keeping Procedures       | 4           |
| 3. Monitor Results of Operations and Establish Fiscal Recovery Plan | 5           |
| 4. Clarify Nursing Home Budget                                      | 6           |
| 5. Monitor Special Revenue Grant Funds (Material Weakness)          | 6           |
| 6. Consider Implementing Internal Control Improvements              | 7           |
| 7. Record Budgeted Transfers  | 8           |



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

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Tel (603) 882-1111 • Fax (603) 882-9456  
[www.melansonheath.com](http://www.melansonheath.com)

In planning and performing our audit of the financial statements of Sullivan County, New Hampshire as of and for the year ended June 30, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and other deficiencies that we consider to be material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. Deficiencies considered to be significant deficiencies in internal control are noted in the table of contents and comment headings.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. Deficiencies constituting material weaknesses are noted in the table of contents and comment headings.

*Additional Offices:*

Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

This communication is intended solely for the information and use of management, the Board of Commissioners and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

After you have had an opportunity to consider our comments and recommendations, we would be pleased to discuss them with you.

*Melanson, Heath + Company P.C.*

Nashua, New Hampshire  
September 11, 2009

**STATUS OF PRIOR YEAR RECOMMENDATIONS:****1. Improve Controls Over Nursing Home Billing Procedures****Prior Year Recommendation**

As a result of our review of Nursing Home billing procedures during fiscal year 2008, the following recommendations were made to improve internal controls:

- Changes to resident status on the 6-part "Notice of Resident Status Change" form should be signed off by the individual authorizing the change.
- The "Billing Journal Summary" and "Transaction Totals Report" should be signed off by the Administrator to indicate that billings and adjustments have been approved by someone independent of the individual entering the transactions.
- Receipts should be handled by an individual that is independent of the billing function in order to improve the segregation of duties.

The implementation of the above recommendations would improve internal controls with respect to billing procedures.

**Current Year Status**

Resolved.

**Further Action Required**

None.

## 2. Improve Controls Over Nursing Home Timekeeping Procedures

### Prior Year Recommendation

As a result of our review of Nursing Home time keeping procedures during fiscal year 2008, the following recommendations were made.

- All employees should be using the hand-punch system in order to keep manual punches to a minimum.

### Current Year Status

We understand that all employees are now required to use the hand-punch system.

- Consider requiring salaried employees to use the hand-punch system in order to verify that they are working in accordance with their contracts.

### Current Year Status

Although all employees are now required to use the hand-punch system, we noted several salaried employees that did not.

- Manual punches should be approved by the department head in writing on the weekly time reports.

### Current Year Status

This control has been implemented.

- Individuals with access to the time keeping system should not be permitted to hand-punch their own time.

### Current Year Status

This recommendation has not been implemented.

- Individuals with access to the time keeping system, including the hand-punch system, should be kept to a minimum.

### Current Year Status

This recommendation has been addressed.

- Weekly time reports should be printed, distributed to department heads, signed off by department heads, and retained.

Current Year Status

This control has been implemented.

- Consideration should be given to having the Administrator review and approve the weekly time reports after they have been signed off by department heads.

Current Year Status

This control has been implemented.

- Individuals with access to the time keeping system should not be performing all of the following; entering new employees, de-activating old employees, manually punching time, and distributing paychecks.

Current Year Status

With the exception of de-activating employees, we noted that there is currently one individual that still performs the above functions.

Further Action Required

We encourage the County to review the remaining recommendations and implement change where considered necessary.

**3. Monitor Results of Operations and Establish Fiscal Recovery Plan**

Prior Year Recommendation

In fiscal year 2008, we recommended that the County formally monitor revenues and expenditures compared to the budget on a monthly basis and develop formal plans to address the continuing losses from Nursing Home operations.

Current Year Status

Fiscal year 2009 resulted in an overall surplus of approximately \$ 3,190,000. This surplus was primarily a result of \$ 1,000,000 in budgeted surplus, \$ 673,886 in ARRA funds received (included in the General Fund and Register of Deeds Fund revenues), \$ 444,114 from closure of prior year IBNR

liability (i.e. self-funded insurance program), other revenues in excess of budget \$ 863,911, and appropriation close outs of \$ 207,260.

Further Action Required

None.

**4. Clarify Nursing Home Budget**

Prior Year Recommendation

Historically, it has been very difficult to determine whether the approved operating budget for the Nursing Home Enterprise Fund is in balance, or reflects a budgeted surplus/deficit. The process was complicated, primarily because the transfers between funds for shared expenses and capital expenditures were not clearly identified. The existence of a budgeted surplus/deficit has a direct impact on the County's property tax rate, and must be recorded in the general ledger.

We recommended that the County clarify all budgeted sources and appropriations for the Nursing Home Enterprise fund, including transfers in and out, shared costs, and capital expenditures. This would clarify the likely effect, if any, on property taxes, and simplify the accounting and reporting of operations.

Current Year Status

In fiscal year 2009, the shared cost Fund 30 and capital expenditures Fund 42, were discontinued. Budgeted transfers for shared costs and implied transfers (representing the budgeted deficit) were properly recorded.

Further Action Required

None.

**5. Monitor Special Revenue Grant Funds (Material Weakness)**

Prior Year Recommendation

At June 30, 2008 approximately \$ (151,000) in deficit grant fund balances existed within special revenue funds. In addition, we found several fund

balances carried over from fiscal year 2007 that had no activity in fiscal year 2008.

We recommended that special revenue funds be monitored on an ongoing basis. Deficit balances should be addressed and inactive accounts closed out.

#### Current Year Status

Deficit fund balances related to grants totaling approximately \$ (158,000) continue to exist at June 30, 2009. There is also a fiscal year 2009 deficit in the capital fund (Fund 42) of approximately \$ (187,000). Inactive accounts still remain on the books.

#### Further Action Required

We continue to recommend that deficit balances be addressed and inactive accounts be closed out.

### 6. Consider Implementing Internal Control Improvements (Significant Deficiency)

#### Prior Year Recommendation

##### Document Components of Internal Control

In order to establish an effective system of internal controls, the County should document the policies, procedures and controls over key financial transactions, including cash, receivables, departmental receipts, purchasing, vendor disbursements, employee benefit/ payroll disbursements, and general ledger maintenance. This documentation could be used by departments as guidance to help safeguard assets, to properly record transactions, and to provide a basis for continuing operations when turnover occurs in key financial departments.

##### Establish Internal Audit Function

Internal audits are an important control measure to provide some assurance that procedures are actually being performed in accordance with management's assertions, and that assets actually exist and are properly safeguarded. The County historically has relied on the independent auditor to perform these functions. This reliance, however, increases the risk that errors or

irregularities could occur and not be tested or detected by management. Auditing standards require auditors to report instances where the internal audit function is not occurring or functioning.

Current Year Status

These recommendations have not been addressed.

Further Action Required

We recommend that the County consider implementing the above recommendations.

**7. Record Budgeted Transfers**

Prior Year Recommendation

In fiscal years 2006 through 2008, we recommended that when the tax rate is set, budgeted surplus/deficits of individual funds be recorded as actual transfers between funds. This would result in improved accountability of each fund, and compliance with generally accepted accounting principles.

Current Year Status

Resolved.

Further Action Needed

None.

9/17/2009



# Strategic Prevention Framework (SPF)

## State Incentive Grant

County Commissioners  
September 17, 2009

**COMMUNITIES UNITED FOR  
SUBSTANCE ABUSE PREVENTION**



## SPF Objectives

- Reduce Substance Abuse in Sullivan County by:
  - Identifying the issues
    - The most important things to work on
  - Effectiveness Through Collaboration
    - Do what is most effective
    - Eliminate Duplication



## Cost of Substance Abuse

- Underage Drinking Costs the State of New Hampshire \$180 Million per year
- This equates to \$5.58 Million attributable to Sullivan County

Prevention is Cost Effective...  
for every \$1 spent on prevention  
\$10 is saved

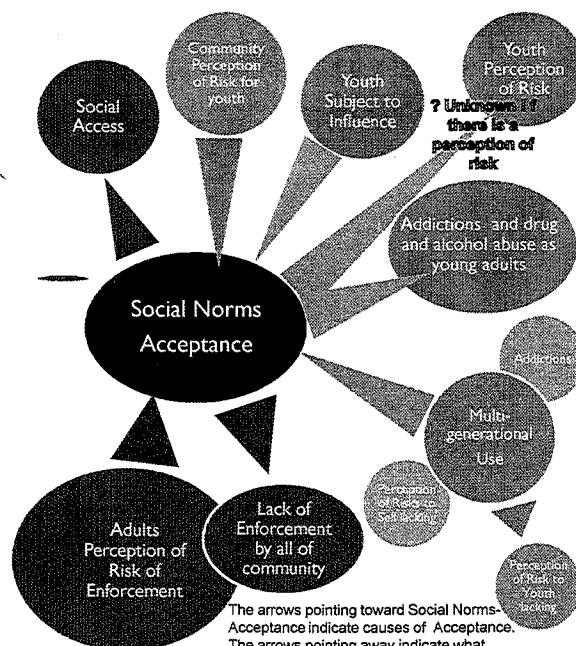


### Greater Sullivan County, Region D

**There is** widespread acceptance and allowance of alcohol use and abuse for underage youth.

**Fed by** Multigenerational use, lacking Perceptions of Risk, and Lack of resiliency by youth

**Resulting in** Social Access, Lack of Enforcement Community-wide, and possible minimized risk perceived by youth and substance abuse addictions into adulthood





## Reducing Substance Abuse in Sullivan County

- Collaborating to bring together resources and target what is needed
- Screening and Prevention Systems
- Engagement of youth
- Change in Community/Enforcement Policies and Focus for Greatest Impact
- Change the Acceptance of Underage Drinking



## Milestones and Accomplishments

- Strategic Plan
- Establishment of four “councils” of the coalition to implement strategies
- Worked collaboratively with partner agencies resulting in awarding of (4) grants totaling approximately \$85,000
- Awareness and Engagement forums throughout the region



## The Road Ahead

- Marketing
- Resources
- Collaboration
- Measurement
- Using the framework for other funding

[www.cufsa.org](http://www.cufsa.org)

## **Communities United for Substance Abuse Prevention**

The Strategic Prevention Framework is an approach to substance abuse prevention that requires us to systematically:

1. Assess our prevention needs based on epidemiological data to be certain that we truly understand the community's problems;
2. Build our prevention capacity so that we have agencies and people with the right skills and resources to address the problems;
3. Develop a strategic plan that identifies priorities and lays out a set of strategies that we can realistically implement to address our priorities;
4. Implement effective prevention programs, policies and practices; and
5. Evaluate our efforts for outcomes to ensure that we are moving in the right direction.

Once the cycle is complete, communities should start the cycle all over again because needs change, lessons are learned, and capacities grow so that new things become possible.

The Communities United for Substance Abuse Prevention Coalition (the Coalition) is a group of individuals representing agencies and constituencies that understand the importance of working together to address the community's substance abuse problems.

The Coalition uses the Strategic Prevention Framework to develop a strategic plan that clearly lays out goals and objectives for community prevention efforts. The Coalition Members use the resources available, often within their own agencies, to begin addressing priority problems and work together to bring in new resources to fill the gaps they identify.

One responsibility of Coalition Members is to recommend how available funding should be distributed to support ongoing prevention work or to implement new activities that will meet the goals laid out in the Strategic Plan.

Coalition Members receive support and guidance from the Coalition Coordinator and contracted Coalition Evaluator.

The Coalition Coordinator is hired and supervised by the Oversight Board through Sullivan County, acting as Fiscal Agent. The Coordinator is responsible for building and sustaining the Coalition, ensuring that the Strategic Prevention Framework is followed, managing the grants that support the Coalition, and overseeing the activities of the Coalition. The Coordinator is also the primary source of communication between the Coalition Members, the Oversight Board, and the community at large.

The Oversight Board is a separate group of community leaders who ensure that the work of the Coalition and the Coordinator follows the Strategic Prevention Framework, that the Strategic Plan accurately reflects the data collected, that the data was sufficiently comprehensive, and that the activities supported by the Coalition are in keeping with the Strategic Plan.

Because the Coalition makes funding recommendations and Coalition Members are likely to have conflicts of interest relative to funding decisions as they are often involved in direct prevention work, the Oversight Board plays a critical role in ensuring that funds are fairly and effectively distributed. For this reason, the Oversight Board has authority for approving funding decisions. Oversight Board Members should, therefore, not have conflicts of interest or those conflicts should be minimal and fully disclosed.

## Underage Drinking in New Hampshire

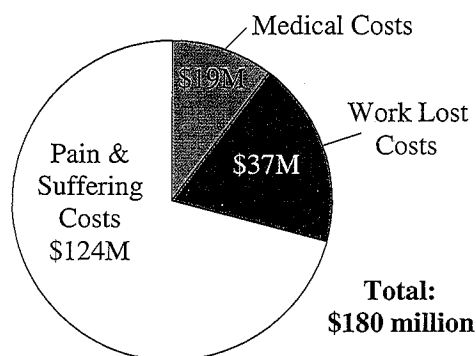
### *The Facts*

Tragic health, social, and economic problems result from the use of alcohol by youth. Underage drinking is a causal factor in a host of serious problems, including homicide, suicide, traumatic injury, drowning, burns, violent and property crime, high risk sex, fetal alcohol syndrome, alcohol poisoning, and need for treatment for alcohol abuse and dependence.

#### *Problems and Costs Associated with Underage Drinking in New Hampshire*

Underage drinking cost the citizens of New Hampshire \$180 million in 2005. These costs include medical care, work loss, and pain and suffering associated with the multiple problems resulting from the use of alcohol by youth.<sup>1</sup> This translates to a cost of \$1,397 per year for each youth in the State. New Hampshire ranks 49<sup>th</sup> highest among the 50 states for the cost per youth of underage drinking. Excluding pain and suffering from these costs, the direct costs of underage drinking incurred through medical care and loss of work cost New Hampshire \$56 million each year.

**Costs of Underage Drinking  
New Hampshire 2005**



**Costs of Underage Drinking by Problem, New Hampshire 2005**

| Problem                     | Total Costs<br>(in millions) |
|-----------------------------|------------------------------|
| Youth Violence              | \$95.1                       |
| Youth Traffic Crashes       | \$39.1                       |
| High-Risk Sex, Ages 14-20   | \$13.6                       |
| Youth Property Crime        | \$7.8                        |
| Youth Injury                | \$7.9                        |
| Poisonings and Psychoses    | \$2.6                        |
| FAS Among Mothers Age 15-20 | \$2.1                        |
| Youth Alcohol Treatment     | \$12.0                       |
| <b>Total</b>                | <b>\$180.3</b>               |

Youth violence and traffic crashes attributable to alcohol use by underage youth in New Hampshire represent the largest costs for the State. However, a host of other problems contribute substantially to the overall cost. Among teen mothers, fetal alcohol syndrome (FAS) alone costs New Hampshire \$2.1 million.

Young people who begin drinking before age 15 are four times more likely to develop alcohol dependence

and are two and a half times more likely to become abusers of alcohol than those who begin drinking at age 21.<sup>2</sup> In 2004, 461 youth 12- 20 years old were admitted for alcohol treatment in New Hampshire, accounting for 15% of all treatment admissions for alcohol abuse in the State.<sup>3</sup>

### *Alcohol Consumption by Youth in New Hampshire*

Underage drinking is widespread in New Hampshire. Approximately 60,000 underage youth in New Hampshire drink each year. In 2005, according to self-reports by New Hampshire students in grades 9-12:<sup>4</sup>

- 73% had at least one drink of alcohol on one or more days during their life.
- 19% had their first drink of alcohol, other than a few sips, before age 13.
- 44% had at least one drink of alcohol on one or more occasion in the past 30 days.
- 28% had five or more drinks of alcohol in a row (i.e., binge drinking) in the past 30 days.
- 4% had at least one drink of alcohol on school property on one or more of the past 30 days.

In 2005, underage drinkers consumed 9.4% of all alcohol sold in New Hampshire, totaling \$103 million in sales. These sales provided profits of \$50 million to the alcohol industry.<sup>1</sup>

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Produced by the Pacific Institute for Research and Evaluation (PIRE), October 2006.

<sup>1</sup> Miller, TR, Levy, DT, Spicer, RS, & Taylor, DM. (2006) Societal costs of underage drinking *Journal of Studies on Alcohol*, 67(4) 519-528.

<sup>2</sup> Grant, B.F., & Dawson, D.A. (1997). Age at onset of alcohol use and its association with DSM-IV alcohol abuse and dependence: Results from the Nation Longitudinal Alcohol Epidemiologic Survey. *Journal of Substance Abuse* 9: 103-110.

<sup>3</sup> Office of Applied Studies, Substance Abuse and Mental Health Services Administration. Treatment Episode Data Set (TEDS). (2004). *Substance Abuse Treatment by Primary Substance of Abuse, According to Sex, Age, Race, and Ethnicity*.

<sup>4</sup> Center for Disease Control (CDC). (2005). Youth Risk Behavior Surveillance System (YRBSS).

G

To: Supt. Cunningham  
 From: Lt. Roberts  
 Ref: population Breakdown

Thursday September 17, 2009

**POPULATION DATA:**

|                      |                   |                    |
|----------------------|-------------------|--------------------|
| House of Corrections | Pre-Trial Inmates | Protective Custody |
| Male – 34            | Male – 39         | Male - 0           |
| Female – 0           | Female – 9        | Female - 0         |

THU- Included in the total of HOC male inmates above

Male- 16  
 Female- 0

**Total Population (In House) – 82**

**Total Population September 17, 2008(in House) 99**

|                     |                        |                 |
|---------------------|------------------------|-----------------|
| Home Confinement/EM | Weekender              | Merr County     |
| Male – 7            | Male – 1               | Male- 3         |
| Female – 6          | Female – 0             | Female- 3       |
| NHSP/SPU            | Grafton County         | Cheshire County |
| Male – 2            | Admin Transfer         | Admin Transfer  |
| Female – 1          | Male – 2               | Male - 0        |
|                     | Female – 1             | Female – 0      |
| Hillsborough County | Southeastern/MOP/frien | Strafford Cnty  |
| Admin Transfer      |                        |                 |
| Male – 4            | Male – 0               | Male- 0         |
| Female – 0          | Female – 2             | Female- 0       |
| Belknap County      | Carroll County         | VRH             |
| Male- 0             | Male- 0                | Male- 0         |
| Female- 0           | Female- 0              | Female- 0       |

**Total Census – 114**

**Total Census September 17, 2008- 140**

Temp Hold for other jurisdictions- Included in the above in house Total population

|           |                  |                     |          |
|-----------|------------------|---------------------|----------|
| NHSP      | Merrimack County | Hillsborough County | Cheshire |
| Male- 0   | Male- 2          | Male- 0             | Male- 0  |
| Female- 0 | Female- 0        | Female-0            | Female-0 |

Pre-Trial Services- 25  
 Male- 16  
 Female- 9

## AGREEMENT

This agreement, (the "Agreement") made this 12th day of March, 2009 between Sullivan County Department of Corrections, hereinafter called the "Jail", and Westwood Pharmacy, hereinafter called the "Pharmacy".

- 1) The Pharmacy shall provide professional pharmacy services to the satisfaction of the Jail, which include all labor, materials, equipment (including medication carts, fax machines, and barcode scanners, all of which remain the property of Pharmacy, and will be replaced through ordinary wear and tear when necessary by Pharmacy), and supervision necessary, hereinafter call the "Services".
- 2) In consideration of the Services, which the Jail may inspect, the Jail promises and agrees to pay the Pharmacy within thirty (30) days after receipt of an invoice.
- 3) The estimated cost comparison presented by the Pharmacy, which was forty percent (40%), was completed in February 2009, and such cost comparison is attached to this Agreement. Pharmacy does not represent a reduction in the pharmacy expenditures as related on the estimated cost comparison by reason of the fact that there are variables beyond its control, which include but are not limited to, an increase in Jail population, illnesses amongst the inmate population and physician prescribing habits.
- 4) This Agreement is in effect from April 27th, 2009 until April 27th, 2010 (the "Term"). The Jail reserves the option of extending this Agreement for two (2) additional years under the same terms. Either party may terminate this Agreement with material cause, upon fifteen (15) days written notice. Such notice shall set forth the material cause, and the other party shall have ten (10) days to remedy the same. If such remedy is not forthcoming, then fifteen (15) days after written notice this Agreement shall terminate.


FIRM: Westwood Pharmacy

Sullivan County DOC

ADDRESS: 5823 Patterson Avenue  
Richmond, VA 23226

103 County Farm Rd.  
Unity, NH

BY: \_\_\_\_\_  
NAME: Hunter Hoggatt  
TITLE: VP/National Account Manager

  
3/19/09  
Approved by Board of  
Governors.

H.2.

This agreement will be in affect from November 1, 2009 to June 30, 2010. The jail reserves the option of extending this agreement for two additional years under the same terms running from July 1, 2010 to June 30, 2011 and from July 1, 2011 to June 30, 2012. Each party may terminate this Agreement with material cause, upon fifteen (15) days written notice. Such notice shall set forth the material clause, and the other party shall have ten (10) days to remedy the same. If such remedy is not forthcoming, then fifteen (15) days after written notice this Agreement shall terminate.

Sullivan County DOC

103 County Farm Rd.  
Unity, NH

**Abstract**

AUGUST 2009

I.I.

| MEDICARE             |                        |                               |                       |                                    |              |                        |              |
|----------------------|------------------------|-------------------------------|-----------------------|------------------------------------|--------------|------------------------|--------------|
|                      | August 2008<br>COMPARE | August 2008<br>AVG.<br>CENSUS | August 2009<br>Actual | August 2009<br>AVG DAILY<br>CENSUS | BUDGETED     | BUDGETED<br>AVG CENSUS | VARIANCE     |
| CENSUS:              | 286                    | 9                             | 192                   | 6                                  | 341          | 11                     | -149         |
| REVENUE              | \$127,754.34           |                               | \$98,685.27           |                                    | \$158,565.00 |                        | -\$59,879.73 |
| AVERAGE RATE PER DAY | \$446.69               |                               | \$513.99              |                                    | \$465.00     |                        | \$48.99      |

| PRIVATE              |                        |                               |                       |                                    |              |    |            |
|----------------------|------------------------|-------------------------------|-----------------------|------------------------------------|--------------|----|------------|
|                      | August 2008<br>COMPARE | August 2008<br>AVG.<br>CENSUS | August 2009<br>Actual | August 2009<br>AVG DAILY<br>CENSUS | BUDGETED     |    | VARIANCE   |
| CENSUS:              | 712                    | 23                            | 652                   | 21                                 | 620          | 20 | 32         |
| REVENUE              | \$146,890.00           |                               | \$142,040.00          |                                    | \$133,300.00 |    | \$8,740.00 |
| AVERAGE RATE PER DAY | \$206.31               |                               | \$217.85              |                                    | \$215.00     |    | \$2.85     |

| MEDICAID             |                        |                               |                       |                                    |              |     |              |
|----------------------|------------------------|-------------------------------|-----------------------|------------------------------------|--------------|-----|--------------|
|                      | August 2008<br>COMPARE | August 2008<br>AVG.<br>CENSUS | August 2009<br>Actual | August 2009<br>AVG DAILY<br>CENSUS | BUDGETED     |     | VARIANCE     |
| CENSUS:              | 3,034                  | 98                            | 3,316                 | 107                                | 3,379        | 109 | -63          |
| REVENUE              | \$468,965.38           |                               | \$497,101.56          |                                    | \$513,608.00 |     | -\$16,506.44 |
| AVERAGE RATE PER DAY | \$154.57               |                               | \$149.91              |                                    | \$152.00     |     | -\$2.09      |

| HCBC (RESPITE)       |                        |                               |                       |                                    |          |   |           |
|----------------------|------------------------|-------------------------------|-----------------------|------------------------------------|----------|---|-----------|
|                      | August 2008<br>COMPARE | August 2008<br>AVG.<br>CENSUS | August 2009<br>Actual | August 2009<br>AVG DAILY<br>CENSUS | BUDGETED |   | VARIANCE  |
| CENSUS:              | 12                     | 0                             | 0                     | 0                                  |          | 0 | 0         |
| REVENUE              | \$1,923.84             |                               | \$0.00                |                                    | \$424.66 |   | -\$424.66 |
| AVERAGE RATE PER DAY | \$160.32               |                               | \$0.00                |                                    | \$0.00   |   | \$0.00    |

| MANAGED CARE         |                        |                               |                       |                                    |          |   |          |
|----------------------|------------------------|-------------------------------|-----------------------|------------------------------------|----------|---|----------|
|                      | August 2008<br>COMPARE | August 2008<br>AVG.<br>CENSUS | August 2009<br>Actual | August 2009<br>AVG DAILY<br>CENSUS | BUDGETED |   | VARIANCE |
| CENSUS:              | 8                      | 0                             | 0                     | 0                                  |          | 0 | 0        |
| REVENUE              | \$2,800.00             |                               | \$0.00                |                                    |          |   | \$0.00   |
| AVERAGE RATE PER DAY | \$350.00               |                               | #DIV/0!               |                                    |          |   | #DIV/0!  |

|                | August 2008<br>COMPARE |       | August 2009<br>Actual |       |  |       |  |
|----------------|------------------------|-------|-----------------------|-------|--|-------|--|
| TOTAL CENSUS   | 4,052                  |       | 4,160                 |       |  |       |  |
| AVERAGE CENSUS |                        | 130.5 |                       | 134.2 |  | 140.0 |  |

| MEDICARE B REVENUE |                        |  |                       |  |             |  |             |
|--------------------|------------------------|--|-----------------------|--|-------------|--|-------------|
|                    | August 2008<br>COMPARE |  | August 2009<br>Actual |  | BUDGETED    |  | VARIANCE    |
|                    | \$36,032.27            |  | \$54,997.56           |  | \$35,061.42 |  | \$19,936.14 |

|                                |            |
|--------------------------------|------------|
| TOTAL MONTHLY REVENUE VARIANCE | (\$48,135) |
|--------------------------------|------------|

## Sullivan County Nursing Home Quarterly Resident Census

[illegible]

## RESIDENT CENSUS - FY 09

[illegible]

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

Page 1 of 1  
9/11/2009 4:00 PM  
AR7400A

|   | Aug 2009  | Jul 2009   | Jun 2009   | May 2009   | Apr 2009   | Mar 2009   | Feb 2009   | Jan 2009   | Dec 2008   | Nov 2008   | Oct 2008   | Sep 2008   | 12 Mos.      | Calendar YTD |
|---|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|
| Total Admits & Readmits (All payer types) | 17        | 11         | 8          | 7          | 18         | 17         | 17         | 16         | 13         | 11         | 14         | 12         | 161          | 111          |
| MCR # Admits & Readmits                   | 11        | 5          | 5          | 6          | 16         | 12         | 5          | 10         | 6          | 7          | 8          | 8          | 99           | 70           |
| MCR # Discharges from facility            | 6         | 3          | 7          | 6          | 3          | 4          | 1          | 4          | 2          | 2          | 3          | 6          | 47           | 34           |
| MCR Discharged LOS                        | 17.7      | 59.0       | 49.1       | 39.8       | 19.0       | 25.8       | 14.0       | 35.0       | 25.0       | 53.5       | 15.3       | 30.5       | 33.3         | 34.7         |
| MCR # End or A/R Change                   | 2         | 6          | 4          | 5          | 5          | 8          | 8          | 3          | 2          | 6          | 3          | 5          | 57           | 41           |
| MCR End or A/R Change LOS                 | 81.0      | 59.8       | 50.3       | 31.6       | 24.0       | 58.9       | 36.9       | 26.0       | 65.5       | 51.2       | 63.7       | 42.2       | 46.9         | 44.6         |
| Total Average MCR LOS                     | 33.5      | 59.6       | 49.5       | 36.1       | 22.1       | 46.8       | 34.3       | 31.1       | 45.3       | 51.8       | 39.5       | 35.8       | 40.7         | 40.1         |
| Total MCR Days                            | 192       | 203        | 349        | 460        | 454        | 286        | 321        | 309        | 222        | 226        | 353        | 319        | 3694         | 2574         |
| Rehab RUGs                                | 192       | 190        | 349        | 449        | 447        | 283        | 309        | 263        | 204        | 207        | 299        | 269        | 3461         | 2482         |
| % of Total MCR Days                       | 100%      | 94%        | 100%       | 98%        | 98%        | 99%        | 96%        | 85%        | 92%        | 92%        | 85%        | 85%        | 94%          | 96%          |
| Non-Rehab RUGs                            |           | 13         |            | 11         | 7          | 3          | 12         | 46         | 18         | 19         | 54         | 46         | 229          | 92           |
| % of Total MCR Days                       |           | 6%         |            | 2%         | 2%         | 1%         | 4%         | 15%        | 8%         | 8%         | 15%        | 15%        | 6%           | 4%           |
| Default Days                              |           |            |            |            |            |            |            |            |            |            |            |            |              |              |
| % of Total MCR Days                       |           |            |            |            |            |            |            |            |            |            |            |            |              |              |
| A ADL (low dependency)                    | 7         |            | 19         | 32         | 28         | 48         | 53         | 42         | 50         | 59         | 77         | 81         | 496          | 229          |
| % of Total MCR Days                       | 4%        |            | 5%         | 7%         | 6%         | 17%        | 17%        | 14%        | 23%        | 26%        | 22%        | 26%        | 13%          | 9%           |
| B ADL (medium dependency)                 | 88        | 125        | 159        | 186        | 210        | 103        | 202        | 214        | 165        | 104        | 167        | 150        | 1873         | 1287         |
| % of Total MCR Days                       | 46%       | 62%        | 46%        | 40%        | 46%        | 36%        | 63%        | 69%        | 74%        | 46%        | 47%        | 48%        | 51%          | 50%          |
| C ADL (high dependency)                   | 97        | 78         | 171        | 242        | 216        | 135        | 66         | 53         | 7          | 63         | 109        | 84         | 1321         | 1058         |
| % of Total MCR Days                       | 51%       | 38%        | 49%        | 53%        | 48%        | 47%        | 21%        | 17%        | 3%         | 28%        | 31%        | 27%        | 36%          | 41%          |
| Medicare Net Revenue                      | \$ 98,685 | \$ 108,078 | \$ 192,852 | \$ 250,082 | \$ 246,928 | \$ 147,514 | \$ 164,585 | \$ 146,885 | \$ 110,110 | \$ 118,325 | \$ 173,813 | \$ 140,739 | \$ 1,898,594 | \$ 1,355,607 |

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Note: This report includes only the selection criteria listed below.  
Effective Date From 8/1/2009 Thru 8/31/2009

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

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RI6300B

| <i>A/R Type</i> | <i>From/To</i>      | <i>Admissions</i> | <i>Discharges</i> |
|-----------------|---------------------|-------------------|-------------------|
| MCD             | Expired             |                   | 1                 |
|                 | Home                | 2                 | 1                 |
|                 | Hospital            |                   | 3                 |
|                 | Nursing Home        | 1                 |                   |
|                 | <i>MCD Subtotal</i> | <u>3</u>          | <u>5</u>          |
| MRA             | Expired             |                   | 1                 |
|                 | Home                | 1                 | 1                 |
|                 | Hospital            | 10                | 4                 |
|                 | Nursing Home        |                   | 1                 |
|                 | <i>MRA Subtotal</i> | <u>11</u>         | <u>7</u>          |
| PVT             | Home                | 3                 | 1                 |
|                 | <i>PVT Subtotal</i> | <u>3</u>          | <u>1</u>          |
| <i>Total</i>    |                     | <u>17</u>         | <u>13</u>         |

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*Note: This report includes only the selection criteria listed below.*  
*Effective Date From 8/1/2009 Thru 8/31/2009*

***Summary Admission / Discharge List Totals***

Sullivan County Health Care (SC)

Page 1 of 1  
09/11/2009 3:47 PM  
RI6300C

| <i>Total From/To</i> | <i>Admissions</i> | <i>Discharges</i> |
|----------------------|-------------------|-------------------|
| Expired              |                   | 2                 |
| Home                 | 6                 | 3                 |
| Hospital             | 10                | 7                 |
| Nursing Home         | 1                 | 1                 |
| <i>Total</i>         | <u>17</u>         | <u>13</u>         |

Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2009 Thru 8/31/2009

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

Page 1 of 1  
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RI6300B

| <i>A/R Type</i> | <i>From/To</i>      | <i>Admissions</i> | <i>Discharges</i> |
|-----------------|---------------------|-------------------|-------------------|
| MCD             | Expired             |                   | 3                 |
|                 | Home                | 4                 | 3                 |
|                 | Hospital            | 3                 | 7                 |
|                 | Nursing Home        | 1                 |                   |
|                 | <i>MCD Subtotal</i> | <u>8</u>          | <u>13</u>         |
| MRA             | Expired             |                   | 1                 |
|                 | Home                | 3                 | 4                 |
|                 | Hospital            | 13                | 4                 |
|                 | Nursing Home        |                   | 2                 |
|                 | <i>MRA Subtotal</i> | <u>16</u>         | <u>11</u>         |
| PVT             | Expired             |                   | 1                 |
|                 | Home                | 3                 | 2                 |
|                 | Hospital            | 1                 | 1                 |
|                 | <i>PVT Subtotal</i> | <u>4</u>          | <u>4</u>          |
| <i>Total</i>    |                     | <u>28</u>         | <u>28</u>         |

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*Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2009 Thru 8/31/2009*

**Summary Admission / Discharge List Totals**

Sullivan County Health Care (SC)

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RI6300C

| <i>Total From/To</i> | <i>Admissions</i> | <i>Discharges</i> |
|----------------------|-------------------|-------------------|
| Expired              |                   | 5                 |
| Home                 | 10                | 9                 |
| Hospital             | 17                | 12                |
| Nursing Home         | 1                 | 2                 |
| <i>Total</i>         | <u>28</u>         | <u>28</u>         |

# Month-end Aged Analysis

Sullivan County Health Care (SC)

For the Month of Aug, 2009

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AR6100B

Resident (Res #)(Discharge Date)

| Type Balance                 | Aug        | Jul       | Jun       | May       | Apr       | Mar       | Feb       | Jan       | Dec       | Nov       | Oct       | Sep       | Aug        | Balance      |
|------------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--------------|
| MRB                          |            |           |           |           |           |           |           |           |           |           |           |           | 5.47       | 5.47         |
| Totals:                      | 550,754.79 | 96,722.08 | 79,152.13 | 76,152.90 | 60,127.21 | 44,537.98 | 25,138.31 | 22,384.07 | 11,828.27 | 22,061.60 | 27,893.85 | 64,328.93 | 427,571.12 | 1,508,653.24 |
| <b>Aged Analysis Summary</b> |            |           |           |           |           |           |           |           |           |           |           |           |            |              |
| HCB                          |            |           |           |           |           |           |           |           |           | 160.32-   |           | 160.32    | 2,122.88   | 2,122.88     |
| INS                          | 15,663.98  | 18,397.08 | 17,980.87 | 14,480.50 | 22,074.19 | 15,145.15 | 5,972.23  | 5,838.47  | 7,958.78  | 11,937.08 | 14,166.88 | 15,783.86 | 110,055.23 | 275,464.30   |
| MCD                          | 402,830.60 | 26,383.17 | 12,171.31 | 12,806.08 | 798.65    | 6,588.59  | 883.84    | 206.43-   | 1,731.88  | 5,295.26  | 515.34    | 5,590.75  | 58,645.33  | 534,034.35   |
| MCP                          |            |           |           |           |           |           |           |           |           |           |           |           |            |              |
| MRA                          | 83,065.77  | 10,189.95 | 27,499.47 | 25,492.89 | 11,023.64 | 9,487.56  |           | 5,488.33  | 512.00-   |           | 384.00-   | 2,384.06  | 11,636.24  | 185,371.91   |
| MRB                          | 43,997.66  | 40,231.67 | 4,350.28  | 740.69    | 1,024.94  | 3,936.56  | 4,773.48  | 9,625.16  | 2,389.57  | 167.76-   | 1,163.98  | 16,481.43 | 149,998.50 | 278,546.16   |
| MXA                          | 2,129.14   | 894.07    | 4,957.06  | 13,884.00 | 6,675.00  | 1,143.50  | 3,932.56  | 393.14    | 2,504.00  | 2,432.00  | 1,273.14  | 7,116.42  | 49,547.57  | 96,881.60    |
| MXB                          | 7,617.92   | 6,394.35  | 6.98-     | 339.91-   | 305.91    | 227.83    | 471.77-   | 652.00-   | 851.19-   | 253.91-   | 216.53    | 2,544.02  | 21,911.02  | 36,641.82    |
| PVT                          | 27,673.00- | 7,809.00- | 695.00    | 8,105.00  | 4,954.71  | 760.00    | 5,235.98  | 410.00    | 15.63     | 2,390.00  | 10,778.00 | 12,670.80 | 49,644.21  | 60,177.33    |
| RES                          | 23,122.72  | 2,040.79  | 10,751.01 | 255.15    | 13,242.91 | 6,491.51  | 4,098.62  | 1,405.62  | 1,615.28- | 137.15-   | 163.98    | 1,597.27  | 25,624.86- | 35,792.29    |
| PHC                          |            |           |           |           |           |           |           |           |           |           |           |           | 375.00-    | 375.00-      |
| HST                          |            |           | 754.11    | 728.50    | 27.26     | 757.28    | 713.37    | 81.78     | 206.90    | 726.40    |           |           |            | 3,995.60     |
| Totals:                      | 550,754.79 | 96,722.08 | 79,152.13 | 76,152.90 | 60,127.21 | 44,537.98 | 25,138.31 | 22,384.07 | 11,828.27 | 22,061.60 | 27,893.85 | 64,328.93 | 427,571.12 | 1,508,653.24 |
|                              | 36.51%     | 6.41%     | 5.25%     | 5.05%     | 3.99%     | 2.95%     | 1.67%     | 1.48%     | 0.78%     | 1.46%     | 1.85%     | 4.26%     | 28.34%     | 100.00%      |

| Revenue Review thru 08/31/2009 |            |              |      |           |        |           |  |                   |
|--------------------------------|------------|--------------|------|-----------|--------|-----------|--|-------------------|
|                                |            | 62           | Days |           |        |           |  |                   |
|                                | Budget     | 2 mth Budget |      | YTD       |        | Variance  |  |                   |
| Medicaid                       | 6,047,320  | 1,027,216    |      | 994,741   |        | (32,475)  |  |                   |
| Private                        | 1,569,500  | 266,600      |      | 275,935   |        | 9,335     |  |                   |
| Insurance                      | 15,000     | 2,548        |      | 21,594    |        | 19,046    |  |                   |
| Respite (HCBC)                 | 5,000      | 849          |      | -         |        | (849)     |  |                   |
| Medicaid Assessment            | 1,830,110  |              |      | 70,472    | (ARRA) | 70,472    |  | Paid quarterly    |
| Medicare Part B (Total)        | 412,820    | 70,123       |      | 104,473   |        | 34,351    |  |                   |
| Medicare Part A                | 1,866,975  | 317,130      |      | 214,733   |        | (102,397) |  |                   |
| Proshare                       | 500,000    |              |      |           |        |           |  | Paid at end of FY |
| Net Variance                   |            |              |      |           |        | (2,518)   |  |                   |
| Misc Income                    | 5,000      | 849          |      | 2,719     |        | 1,869     |  |                   |
| Laundry                        | 75,000     | 12,740       |      | -         |        | (12,740)  |  |                   |
| Cafeteria                      | 13,000     | 2,208        |      | 3,165     |        | 957       |  |                   |
| Meals                          | 371,664    | 63,132       |      | 61,944    |        | (1,188)   |  |                   |
| YTD Variance                   |            | 1,763,395    |      | 1,749,776 |        | (13,619)  |  |                   |
|                                | 12,711,389 |              |      |           |        |           |  |                   |

## Sullivan County Community Corrections Center - Phase One

### North Branch Construction, Inc.

| Description                           | Original Est. | MTD Cost     | JTD Cost     | Committed Costs | Cost to Complete | Revised estimate | Variance       |
|---------------------------------------|---------------|--------------|--------------|-----------------|------------------|------------------|----------------|
| CM as Agent                           | \$ 75,000.00  | \$ 16,490.00 | \$ 65,580.00 | \$ 9,420.00     |                  | \$ 75,000.00     | \$ -           |
| CO-1 Add Bldrs. Risk Insurance        | \$ -          | \$ -         | \$ 17,901.00 | \$ -            |                  | \$ 17,901.00     | \$ (17,901.00) |
| Transportation & Reimbursables        | \$ 1,672.00   | \$ (229.84)  | \$ 1,619.71  | \$ 52.29        |                  | \$ 1,672.00      | \$ -           |
| Temporary Water                       | \$ 200.00     |              |              |                 | \$ 200.00        | \$ 200.00        | \$ -           |
| Temporary Toilet                      | \$ 600.00     |              |              |                 | \$ 600.00        | \$ 600.00        | \$ -           |
| Project Clean-up                      | \$ 9,500.00   |              |              |                 | \$ 9,500.00      | \$ 9,500.00      | \$ -           |
| Testing                               | \$ 7,500.00   |              | \$ 1,118.65  | \$ 6,381.35     |                  | \$ 7,500.00      | \$ -           |
| Insurance                             | \$ 16,411.00  |              |              | \$ -            | \$ 16,411.00     | \$ 16,411.00     | \$ -           |
| Design Fees                           | \$ 45,000.00  |              | \$ 40,320.72 | \$ 4,679.28     |                  | \$ 45,000.00     | \$ -           |
| Water Line ALLOWANCE                  | \$ 7,500.00   |              |              | \$ -            | \$ -             | \$ -             | \$ 7,500.00    |
| Temporary Fence                       | \$ 4,500.00   |              | \$ 4,500.00  | \$ -            | \$ -             | \$ 4,500.00      | \$ -           |
| Asbestos survey / removal             |               |              |              |                 | \$ 5,000.00      | \$ 5,000.00      | \$ (5,000.00)  |
| Misc. County Expenses                 | \$ -          |              | \$ 14,683.24 | \$ -            | \$ -             | \$ 14,683.24     | \$ (14,683.24) |
| <b>Pine Hill Construction</b>         |               |              |              |                 |                  |                  |                |
| Base Contract                         | \$ 138,412.00 | \$ -         | \$ 64,500.00 | \$ 73,912.00    | \$ -             | \$ 138,412.00    | \$ -           |
| CO-1 ADD Temp. Swale                  | \$ -          | \$ -         | \$ -         | \$ 960.00       | \$ -             | \$ 960.00        | \$ (960.00)    |
|                                       |               |              |              |                 |                  |                  |                |
|                                       |               |              |              |                 |                  |                  |                |
|                                       |               |              |              |                 |                  |                  |                |
| <b>All Seasons Construction Corp.</b> |               |              |              |                 |                  |                  |                |
| Base Contract                         | \$ 307,945.00 | \$ 34,880.31 | \$ 37,242.71 | \$ 270,702.29   | \$ -             | \$ 307,945.00    | \$ -           |
| CO-1 ADD East Gable Masonry opening   | \$ -          | \$ -         | \$ -         | \$ 400.00       | \$ -             | \$ 400.00        | \$ (400.00)    |
| CO-2 CREDIT 2 Doors                   | \$ -          | \$ -         | \$ -         | \$ (1,541.69)   | \$ -             | \$ (1,541.69)    | \$ 1,541.69    |
| CO-3 CREDIT deleted windows           | \$ -          | \$ -         | \$ -         | \$ (2,963.62)   | \$ -             | \$ (2,963.62)    | \$ 2,963.62    |
| CO-4 CREDIT clean-up roof demo        | \$ -          | \$ -         | \$ -         | \$ (4,025.00)   | \$ -             | \$ (4,025.00)    | \$ 4,025.00    |
| CO-5 ADD Rtd attic stair              | \$ -          | \$ -         | \$ -         | \$ 1,879.00     | \$ -             | \$ 1,879.00      | \$ (1,879.00)  |
|                                       |               |              |              |                 |                  |                  |                |
|                                       |               |              |              |                 |                  |                  |                |
|                                       |               |              |              |                 |                  |                  |                |
| <b>Quality Insulation, Inc.</b>       |               |              |              |                 |                  |                  |                |
| Base Contract                         | \$ 71,085.00  | \$ 64,121.00 | \$ 64,121.00 | \$ 6,964.00     | \$ -             | \$ 71,085.00     | \$ -           |

K.2

## SCCCC Phase One August Billing Report 082509

|  |                 |               |               |               |              |                 |               |
|--|-----------------|---------------|---------------|---------------|--------------|-----------------|---------------|
| Remove Insulation (pine hill)          | \$ 22,500.00    | \$ -          | \$ 22,584.46  |               | \$ -         | \$ 22,584.46    | \$ (84.46)    |
| <b>KPMB Mechanical &amp; Sprinkler</b> |                 |               |               |               |              |                 |               |
| Base Contract Sprinkler                | \$ 73,700.00    | \$ 7,200.00   | \$ 7,200.00   | \$ 66,500.00  | \$ -         | \$ 73,700.00    | \$ -          |
| Base Contract Mechanical               | \$ 380,000.00   | \$ 129,907.50 | \$ 154,840.00 | \$ 225,160.00 | \$ -         | \$ 380,000.00   | \$ -          |
| CO-1 Relocate A/C                      | \$ -            | \$ -          | \$ 1,853.50   | \$ -          | \$ -         | \$ 1,853.50     | \$ (1,853.50) |
| CO-2 CREDIT clean-up labor             | \$ -            | \$ -          | \$ (3,600.00) | \$ -          | \$ -         | \$ (3,600.00)   | \$ 3,600.00   |
|  |                 |               |               |               |              |                 |               |
|  |                 |               |               |               |              |                 |               |
| <b>Interstate Electric</b>             |                 |               |               |               |              |                 |               |
| Base Contract                          | \$ 53,310.00    | \$ 2,570.00   | \$ 2,570.00   | \$ 50,740.00  | \$ -         | \$ 53,310.00    | \$ -          |
| CO-1 ADD Upgraded Light fixtures       | \$ -            |               |               | \$ 1,832.00   | \$ -         | \$ 1,832.00     | \$ (1,832.00) |
|  |                 |               |               |               |              |                 |               |
| <b>Contingency</b>                     | \$ 121,484.00   | \$ -          | \$ -          | \$ -          | \$ -         | \$ -            | \$ 121,484.00 |
| <b>CONTRACT TOTALS</b>                 | \$ 1,336,319.00 | \$ 254,938.97 | \$ 497,034.99 | \$ 711,051.90 | \$ 31,711.00 | \$ 1,239,797.89 | \$ 96,521.11  |

OK'D Drawings P.H. CO (3,696)  
 \$ 92,825.10

Penny Co. KPMB 6-14  
 (1,689.60)

## **Needs assessment:**

---

### **On site needs assessment for Sullivan County**

Conducted with:

Peter, Director (Nursing Home)

Samantha Fletcher, Human Resources Director (Nursing Home)

Melissa, Human Resources (Nursing Home)

Janice Byrd, Payroll (County offices)

Greg Chanis, County Administrator (County offices)

### **Discoveries:**

After an overview of processes with Greg Chanis, County Administrator, Janice Byrd, Payroll Clerk at county offices, and Samantha and Peter at the nursing home relating to their business practices, software limitations, and general workflows I have concluded the following:

- Substantial time saving can be achieved in *auditing of timesheets* of employees
  - The savings to the county is greater than \$142,140 to \$ 180,783 within a 5 year period
  - Automating the counties *leave plans* will save considerable time
  - Automating *shift differentials, union contracts, and salaries* will increase the efficiency, accuracy, and timeliness of said workflows
  - *Automating benefits enrollment* will save considerable time and can be streamlined using the WebSense® portal
  - We can turn the *payroll process* from a keystroke intensive process to much more of an audit function providing better accuracy and efficiency.
  - Human Resource data can be automated and an employee *digital portfolio* created allowing for all employee data to be tracked
  - *Document management* will be automated in a Web-enabled scenario saving interaction inaccuracies with employees and improving communication
  - *Performance evaluations* can be done online saving time
  - *Education tracking*, certifications, endorsements can all be recorded for every employee electronically saving Samantha much needed time in HR
-

Sullivan County Payroll and Human Resources Discovery

August 28<sup>th</sup>, 2009

Prepared by: Nicholas A. Haas, Consultant

Unifund, LLC Millyard Technology Park 13 Technology Way Nashua, New Hampshire

***RE: Study to bring Payroll process in house***

### **Option #1**

Timeclocks

Unifund Payroll, Human Resources, and Employee Portal Option

Annual Payments:

\$ 34,281 per year for 3 years\*

\$ 26,487 per year for 4 years\*

\$ 22,271 per year for 5 years \*

Annual maintenance:

\$ 12,765 per year after 1<sup>st</sup> year

### **Option #2**

Timeclocks

Unifund Payroll, Human Resources, and ~~Employee Portal Option~~

Annual Payments:

\$ 28,539 per year for 3 years\*

\$ 22,050 per year for 4 years\*

\$ 18,542 per year for 5 years\*

Annual maintenance:

\$ 7,795 per year after 1<sup>st</sup> year

\*Any advance payments made will decrease annual amount

L3.

# **Today's Cost vs. Unifund's Return on Investment:**

Budgeted: 2009-2010

|                  |                                     |
|------------------|-------------------------------------|
| ADP:             | \$ 30,000                           |
| ADP Timekeeping: | <u>\$ 30,000</u>                    |
| Annual Cost:     | <b>\$ 60,000 Annual Maintenance</b> |

What's covered?

6 hand punch time clocks, outsourced payroll check printing, eTime® software,  
ADP HR Profile® software

*Unifund™ Proposed Solutions:*

## **Option A:**

### **With WebSense®**

|                                |                                     |
|--------------------------------|-------------------------------------|
| Timeclocks:                    | \$ 32,146                           |
| Unifund Software and Services: | <u>\$ 59,958</u>                    |
| Total Investment:              | \$ 92,104                           |
| 3 year payments:               | \$ 34,281 per yr                    |
| 4 year payments:               | \$ 26,487 per yr                    |
| 5 year payments:               | \$ 22,273 per yr                    |
|                                | <b>\$ 12,765 Annual Maintenance</b> |

5 year savings projection (based on 3 annual payments):

|        |                      |
|--------|----------------------|
| Year 1 | Savings of \$ 25,719 |
| Year 2 | Savings of \$ 12,954 |
| Year 3 | Savings of \$ 12,316 |
| Year 4 | Savings of \$ 45,927 |
| Year 5 | Savings of \$ 45,224 |

**5 year total savings: \$ 142,140**

L4

**Option B:**

**Without WebSense®**

Timeclocks: \$ 34,000

Unifund Software and Services: \$ 44,553

Total Investment: \$ 76,699

3 year payments: \$ 28,539 per yr

4 year payments: \$ 22,050 per yr

5 year payments: \$ 18,542 per yr

*Spending Now 63,000 ADP*

**\$ 7,795 Annual Maintenance**

5 year savings projection (based on 3 annual payments):

Year 1 Savings of \$ 31,461

Year 2 Savings of \$ 23,666

Year 3 Savings of \$ 23,276

Year 4 Savings of \$ 51,405

Year 5 Savings of \$ 50,975

**5 Year total savings: \$180,783**

*SAU 6 Claremont - uses it*